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WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
TRANSPORTATION AND WAREHOUSING BRANCH
CUSTODY AND DISPOSITION DIVISION

HANDBOOK FOR FIELD OFFICES

(For In Service Training and
Reference Purposes)

Prepared by
Field Operations Section
October, 1943

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I N D E X

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PREFACE

This guide or primer of technical material used in the Custody and Disposition (C&D) Division of the Transportation and Warehousing (T&W) Branch of the Food Distribution Administration (FDA) in the War Food Administration (WFA) has been compiled by the Field Operations Section for use in the field offices of the Division. It is expected to be of value, particularly, for new employees of a field office for a quick orientation into the billing and documentation activities of such an office. It is not to be considered as a complete exposition of the subject nor does it intend to enter the province of C&D procedures, except where necessary to explain a given situation; but it may be considered a handy reference to the points mentioned in the Index.

Since our operations are of a national nature it is not deemed practical or desirable to include a detailed explanation and completed specimen copies of forms relative to operations in a local office. For example, while the general procedure and forms is identical at all ports, a "Notice to Deliver" prepared for or by the Philadelphia office would differ in contents from one used for Houston, Texas. It is suggested that each office prepare and add to this material relevant additional data and specimen or sample forms locally applicable for use by employees of that office.

Credit is hereby given Frank E. Shanahan, in charge of our traffic office in Buffalo, for the initial manual he compiled and uses in his office, from whom the idea originated; and to several of our other field office representatives for submission of material and/or assisting in compiling this data.

GOVERNMENT BILL OF LADING

Although there are references to Bills of Lading in the Glossary of Terms it is believed advisable to explain here in some detail about the mechanics of preparing a lading.

NOTE: All explanations herein regarding Government Bills of Lading (GBLs) refer to the new Standard Form No. 1103 and related items which are to be used as of January 1, 1944 or sooner, if available.

A Government Bill of Lading (see sample copy) is an adaptation to the needs of the Government, of the recognized bill of lading forms used by common carriers. It is a receipt for the transportation of commodities and promises delivery to the party and place designated in the form; and indicates that the railroad or carrier will do the actions called for on the bill of lading and expect to receive the costs of transportation of the commodities from the United States Government.

Heretofore, Bills of Lading in most cases have been prepared in Washington, New York or San Francisco, or some other billing office and forwarded to the respective shippers, but as regionalization and decentralization of the Washington C&D activities occurs, it is expected that more of the work will be transferred to field offices.

It is important that Government Bills of Lading be typed so that each numeral is legible and each word is legible. In no case must numerals be typed over one another, especially in the car number, contract number, ticket number, weight, packages and marks.

A Government Bill of Lading is similar to a bank check and the Government will not recognize any deletion whatsoever. Before typing up a Government Bill of Lading it would be well to analyze the working sheet from which the information is to be transcribed. In other words, if the information is shown on the B/L in a hasty manner and requires correction, such parts of the wrong information which will be corrected must be crossed out in the following manner: "xxxxxxx" -- and this deletion must be initialled by someone in authority.

This requirement is found on the reverse side of the B/L under instructions in paragraph "1" which reads as follows: "Erasures,

interlineations, or alterations in bills of lading must be authenticated and explained by the person making them." Therefore, from the foregoing we will realize the importance of having correct B/Ls issued.

Incidentally, when an issuing office sends to Washington copies of B/Ls containing numerous corrections, almost invariably Washington authorities will refer this subject matter back to the office for improvement.

The high spots or important factors of a B/L are the contract number, order number, commodity, number of packages, gross weight, consignee, destination, delivery carrier, FAS-No. if any, ODT QMR number, if any, and so forth. It is highly important that these high spots be remembered and one will be familiarized by rechecking the requirements.

Glossary of Terms

Accomplish the B/L	To complete, sign or execute the B/L
Abstract (of contract)	An abstract is a brief resume of a commodity purchase contract containing pertinent facts, such as quantities contracted for, price, available for shipment dates, etc.
Advise (Notify)	<p>This is to be used in conjunction with consignee and represents the post office address of the new consignee. It is to be included on the B/L when some party other than the actual consignee is to be notified by the delivering carrier of the arrival of the consignment.</p> <p>For instance, a full consignee and advise party would be shown on the B/L as follows: "Consigned to Federal Surplus Commodities Corporation, Newark Tidewater Terminal Warehouse, Newark, New Jersey. Advise: Food Distribution Administration, 150 Broadway, New York City" Another example might be a car consigned to W. S. A., a/c B. M. W. T., Mobile, Alabama, also notify the local FDA representative. Specifically, on a shipment consigned to the W. S. A., a/c B. M. W. T., Mobile, Ala., the B/L would read "Notify Mobile Foreign Freight Forwarders and Brokers, also notify Mr. Edward W. Fenton, 602 Cotton Exchange Building, New Orleans, La." (Mr. Fenton, located in and in charge of our New Orleans office is also responsible for our Mobile, Ala. activities.)</p>
A. A. R.	Abbreviation for Association of American Railroads — an organization representing most of the principal rail carriers of the country.
B. A. I. Certificate	B. A. I. is the abbreviation for Bureau of Animal Industry, from which certificates of inspection of meats, etc. is often required before a commodity can be purchased, moved or exported.

Blading (B/L)	Abbreviation for Bill of Lading, often shown as B/L, and as Government Bill of Lading (GBL). (See Government Bill of Lading - Page 2).
B. F. M.	Abbreviation for British Food Mission
B. M. W. T.	Abbreviation for British Ministry of War Transport.
Box Weight Tally	A tally or count of containers (boxes etc) and their weights in a shipment; often required to substantiate manifests and/or other shipping documents.
Call Forward No.	See FAS number.
Car Card	A 5" x 8" card usually prepared by the New York Office and distributed to respective field office destinations, containing information as to commodity, quantity, car number, ticket number, point of origin, consignee, destination, route, etc., received by New York from shippers of commodities.
C&D	Abbreviation for Custody and Disposition Division.
Commercial (B/Ls)	<p>Shipments are often forwarded on the Bills of Lading used by the RR or carrier on which it goes forward. These, to us, are known as commercial bladings; we usually come in contact with two types of these (1) Collect Commercial -- on which the Government agrees to pay the transportation (after certain procedures are completed) and (2) Prepaid Commercial --- on which the shipper prepays the transportation costs.</p> <p>Often due to the speed needed in moving a shipment (for example to meet a boat departure) the shipper is informed to "ship on Collect Commercial B/Ls to be exchanged for Government G/Ls." Collect Commercial B/Ls are then exchanged for GBLs by the FDA representative (office) to whom the commercial was ordered transmitted. All information from the (Collect) Commercial B/L</p>

shall be transcribed on the GBL and inserting on the latter the following notation: "This shipment, property of the Federal Surplus Commodities Corporation moved on a commercial bill of lading from which all data has been correctly copied -- J. E. Barwin by _____ (insert name of person in charge of office in blank)
NOTE: NO EXCHANGE SHALL BE MADE OTHER THAN FROM THE ORIGINAL COLLECT COMMERCIAL B/L. IMPORTANT! DO NOT EXCHANGE A PREPAID COMMERCIAL B/L.

Contract
and Number

Practically all commodities are purchased on contracts from suppliers hence each contract carries a number. Also, warehouses enter into contracts to supply storage space and these are assigned a warehouse contract number. The contract number is always to appear on the B/L. Warehouse contract numbers can be procured from the inventory (usually maintained in the local field office) of the warehouse shipping the goods or from the Notice to Deliver.

Commodity

As used in this description commodity means the exact description of articles and represents the name of the lading.

Commodity
Sub-unit

A group in the Order Transportation and Delivery (OT&D) Unit of the Shipping Section (in Washington) responsible for maintaining certain data and ordering out commodities assigned to that sub-unit. At present there are five of these sub-units.

Consignee
and
Consignee's
Receipt

This represents the firm or party to whom we are forwarding the car (or shipment). The consignee is to be typed in the block captioned "Consignee" in the upper left section of the B/L. A consignee's receipt, Form FDA 516, indicating receipt of the shipment by the consignee is required in many instances.

Consignor

This represents the firm or party making the shipment. This name is to be typed in the space marked "From (full name of shipper)" in the upper right section of the B/L. The consignor is usually the Federal Surplus Commodities Corporation (FSCC), how-

1. The first part of the paper is devoted to a general discussion of the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β . It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

2. In the second part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

3. In the third part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

4. In the fourth part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

5. In the fifth part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

6. In the sixth part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

7. In the seventh part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and the function $g(x)$ is continuous and has a bounded derivative.

ever the term to be applied in this example is as follows: (From) National Terminals Corporation a/c FSCC. To the RR making the movement it indicates the shipment is moving from that warehouse on account of FSCC. The address of the shipper would be shown in the next line above (on B/L) marked "From (Shipping Point) "(See Shipping Point)". We have storage in various public warehouses throughout the country and it is important that the warehouse is prefixed to the words a/c FSCC.

Description
of Articles

This notation is printed very prominently in the body of B/L. We must observe strictly the proper description of commodity in order to benefit by the railroads' cheapest freight rates. Avoid trade or technical names. We must show on B/L as an example: "Canned Meat (Pork & Soya Links 24/2". This is a proper description of the commodity as it means that the pork and soya links are in cans of 24 to the case and 2 lbs to the can.

Destination

This represents the shipping point to which the goods are consigned, such as: Port of Newark, N. J. This is to be typed in line marked "Destination" in upper left section of B/L immediately under "Consignee" (See Consignee).

Disposition
Diversion
and/or
Reconsignments

It is frequently necessary, after a car has been shipped, and before or sometimes after arrival, to change the billed destination and route same to a new destination, point of delivery and/or consignee. These are known, as the case may be, as diversions or reconsignments, an interchangeable term which is often a misnomer when consideration is given to the tariff meaning of the action. A disposition (and notice) is a method and instrument that can be used only for the purpose of indicating to the carrier some authorized individual or firm who will give disposition instructions on FSCC consignments at ports for export. All diversions, reconsignments and dispositions must be confirmed by the issuance of Form FDA 298 "Disposition Order" or FDA 300 "Reconsignment Order" and a report of same made on Form FDA 288 "Report of Diversions Effected".

Expediter

An individual connected with the Shipping Section in Washington who is responsible for arranging and following through on shipments required for a program. An expediter may have several programs under his supervision and direction.

FAS No.,
(Show on
Waybills)

The symbol "F. A. S." is an abbreviation for "Forwarding Authorization Serial". The FAS Number is a War Shipping Administration (WSA) serial number and is used when shipments are consigned to the WSA intended for export. (It is sometimes called the "Call Forward No."). The first two letters of the symbol which precedes the FAS No. indicate the program or program participant, the third letter indicates the state, each of which has an identifying letter, in which the port of embarkation is located. As example: "BF" indicates a shipment to the "British", "AC" indicates a shipment to be exported under our Caribbean program. "N" is the letter used on shipments for the State of New York; "O" is used for the State of Louisiana. Thus, a shipment for the British at New York would be covered by the symbol, "BFN" while a Caribbean shipment to New Orleans, La. would be covered by the symbol "ACO". Different symbols are used for each program or program participant.

This FAS No. should always be shown on the B/L in the upper right space marked "Traffic Control No." or if insufficient space there, then in the body of the lading, with the notation, "SHOW ON WAYBILLS".

F. A. S. is also sometimes used for "Free Alongside Ship" which indicates all transportation charges are paid by shipper to shipside.

F. O. B.

Abbreviation for Free On Board used generally with quotations of price with the name of a shipping point to indicate that the price includes loading on railroad cars (or other carriers) at that point, but no further transportation costs to be borne by the seller.

For Export

See "For Storage in Transit".

For Storage
in Transit

This term is used on all B/Ls except on goods consigned to a commercial concern and is applied on shipments consigned to warehouses located at interior points. Very few shipments consigned to New York City would require such a notation — the only ones where such notation would be shown on B/L destined to New York City would be in the case of a car being consigned to a warehouse at New York City.

Storage in transit privileges is not always invoked, but it is better to have the phrase on the B/L and not use it, than to want to use it and not have the rights it accords available.

Transit privileges give us the benefit of a "through rate" from origin to destination even though the shipment may have been (stopped and) stored en route, whereas without the privileges separate higher freight rates may entail the payment of charges between points of stopover, thereby increasing the charges over a "through rate". Of course such privileges are beneficial only if a storage (which is used) is located at a point between the point of origin and destination.

F. B.

F. B. is an abbreviation for freight bill and represents the number of the bill which is issued by the railroad. It carries all way bill (see Way Bill) references including car number, weight, commodity, etc. In Buffalo, for example, the freight bill is issued by the railroads of the Buffalo Transit Account Bureau and the authorized transit copy of the freight bill is received in the Buffalo (traffic) office.

FRQ

Abbreviation for "freight rate quotation". In preparing B/Ls the F. R. Q. shall be placed in lower left section marked "Certificate of Issuing Officer" on line marked "Contract No.....or other Authority for Shipment."

Gross
Weight

This means actual weight of the shipment in a car, including containers and contents.

H&R
Points

Abbreviation for Holding and Reconsignment Point; an Army depot at which we have arrangements for storage of commodities.

Inbound
Reference

This refers to data such as point of origin, previous routing(s), etc., if any, and is to be shown on B/L when shipment is moving on a through transit rate. In some cases it will always be shown when shipments move on local rates (as from Buffalo). In a case where it is shown, when applying on local rates, is when a shipment is in storage at a local warehouse (for example in Buffalo) having moved into that warehouse from a vendor (in Buffalo). In the cases of shipments moving from inland points, and having been stored locally, the full inbound railroad reference would need to be shown on (usually in the body of) the B/L.

Issuing
Office

This provision is contained in the upper right section of the B/L marked "Issuing Office" and must be filled in as "FDA Field Office" (City)_____ (State)_____. This is typewritten so that the Washington Office can trace and charge all documents pertaining to a shipment to the correct office.

Issuing
Officer

This is to be typed in at all times on all B/Ls as J. E. Barwin. Mr. Barwin is the General Traffic Manager and has supervision over all our traffic offices in the United States. Therefore, his name must appear on B/Ls in the Issuing Officer space in upper right section of B/L.

L. C. L.

LCL is an abbreviation for Less than a Carload.

L/M
or
Manifest

L/M is the abbreviation for Loading Manifest -- the form used in accounting for and describing the quantity and type etc. of the shipment.

Litg. free
for Export

Ltge. is an abbreviation for lighterage -- the act of loading or unloading (or charges made for such work) of a cargo by lighters -- usually large open barges used where vessels are not lying at a dock or where cars come in to a dock and must be lightered over to another dock for loading.

This term "Ltge" free for Export" is always used to the port of New York when shipments are consigned to the FSCC or WSA and will be lightered (without extra freight charges to us) to the dock for export shipment. It is usually placed on all B/Ls which show any "port" as destination.

Lot No.	This is usually an arbitrary letter or figure or combination of both which a warehouse assigns to an individual carload, or other shipment, when received, to distinguish that shipment from all others in the warehouse. Sometimes part of the lot number indicates the location of the lot, for example: Lot No. 2-48 would be understood by the warehouseman (storing the lot) that the storage of the commodity is in Warehouse No. 2 and Section 48.
	The Lot No. should be noted on Loading Manifests L/M and Car Cards to provide an easy cross reference.
Manifest	See L/M - Manifest
Marks	This appears as a block or section in the upper right section of the B/L, and we must show in that space any special markings and in the absence of any markings we must at all times show the lot numbers.
M. F. O.	This is an abbreviation for (British) Ministry Food Order and a requisition number is assigned to most all shipments for the British. (In the preparation of B/Ls covering such shipments it is necessary that the MFO number be shown (usually in the body of the B/L)).
	The requisition number is shown in the triangle on reverse side of the Notice to Deliver. Example: a car of canned apples might carry assignment of MFO 789.
Net Weight	This means the weight of the commodity (in a shipment or car) less the containers.
Notify	See Advise.
Number and Kind of Packages	This notation is printed in the left body of the B/L in two separate columns under the heading "Packages". We must show the exact number of packages in the first column and kind of packages in the second. For example: 1000 wooden boxes or 1000 fibre cartons.
Order Number	See Ticket Number, etc.

O. D. T. **Abbreviation for Office of Defense Transportation.**

O. T. D. Abbreviation for Order, Transportation and Delivery Unit, in Shipping Section (C&D - Washington).

ODT Block Permit or ODT QMR Number This term represents the Office of Defense Transportation's (ODT) Quarter Master's Release (QMR) and these permits are required on all shipments to port areas such as N. Y. C.; Philadelphia, Pa.; New Orleans, La. which are intended for export, even though they may be consigned to a storage at a port pending loading to a vessel. This ODT block permit is secured through and by the Shipping Section of C&D in Washington. It is one of the important notations to be placed on a B/L where it is to be shown in the space marked "Traffic Control No." on the upper right part of the lading, or if insufficient space there, then in the body of the lading. An example is: "ODT Block Permit No. QMR - SB-22-4761, expires 6/11/43."

It is made up as follows: The first letter (after QMR) signifies the procuring agency; S for FSCC, N for Navy, P for Procurement, etc. The second letter designates the Port (or State) to which the shipment is going; as D for Baltimore, K for Savannah, L. for Jacksonville, etc. The next two digits, except in case of shipments consigned to storage or to movements within a port area, represent the week of the year in which the shipment should arrive (at port). The expiration date represents the last day on which the shipment can be moved by the railroad from the point of loading. In the exceptions noted above, these two digits are always the same i. e. 99 for storage or 77 for movements within a port area. Next, the first two figures represent the page of the issuing officer's book under the particular procuring agency's request for a particular port. The last two figures indicate the line on that page (as there are 30 lines to a page after "0130" for example will come "0201". A final letter e. g. G (if used) indicates the consignee.

O. S. & D. Abbreviation for Over, Short and/or Damaged. A report of any such events must be made on Form FDA 305 to the Loss and Damage Unit, Shipping Section in order for them to ascertain and assess liability for such incidents.

O. S.	Abbreviation for Order for Service.
Point of Orig in	This represents the city and state where the shipment originated and is part of the inbound reference such as "Chicago, Ill., or E. St. Louis, Ill., etc."
Program	This represents the activity to and/or for which agricultural commodities are purchased, shipments made, etc. E. g. Russian Program, Section 32 Program, etc., often referred to by symbols or series of capital letters such as Program CSP (Caribbean Stockpile Program). Refer to Exhibit A of Transportation and Warehousing Branch Memorandum No. 3, and amendments for symbols denoting some program identifications.
Q. M. R.	(See ODT Block Permit).
R. R.	This is abbreviation for railroad. On the B/L in the upper section marked "Name of Initial Transportation Company" the name of the railroad must be shown in full. No abbreviation is allowed on the B/L in this section.
Reconsignments	See Dispositions, Diversions and/or Reconsignments.
Req. No.	This term is sometimes applied on various consignments and means requisition number. It is important that the req. no. appear on the B/L whenever the Washington Office gives instructions to show such number.
Route via	See Via
Section 32	Section 32 program relates to purchases for and distribution of commodities which ordinarily go for local "relief" purposes such as school-lunch etc. This program is handled through the respective FDA Regional offices. C&D provides the usual shipping services as for other programs.
Shipping Point	This represents the place from which the shipment has been or is being transported or moved. The address of the shipper should be typed in the line marked "From (Shipping Point)" in the upper right section of the B/L. E. g. If the shipment moves

from Buffalo, N. Y., then Buffalo, N. Y. would be inserted therein as the Shipping Point (See Con-signor).

S. L. & C.

Abbreviation for Shipper's Load and Count which when placed on the B/L indicates the commodity has been loaded by and based on the shipper's count, and the carrier accepts and assumes responsibility on that basis.

Sub Number

The sub number (see Ticket Number, etc.) is that which follows the ticket number and is separated by a dash, as an example: TFAE 47862-7, meaning ticket number TFAE 47862 sub 7, or the 7th. car load under this ticket.

T and W

Abbreviation for Transportation and Warehousing (Branch).

Tare Weight

This represents the weight of the containers or the empty car.

Ticket Number
(and sub
number or
Ticket (and
sub) or
Order Number
(and sub).

This represents the authority for shipment and is composed of a series of symbols (capital letters) followed by a number (series of digits) and often ending with a sub number. Thus a ticket may read "TFAE 47862-7" (See Sub-Number above.)

It is necessary that the correct letters be shown as each letter or group of letters represents the identity of shipments. The symbols (capital letters) which precede the order numbers are explained in Exhibit A, Transportation and Warehousing Branch Memorandum No. 3, January 14, 1943. All ticket and order numbers are assigned (serially) by the Order, Transportation and Delivery (OTD) Unit in Washington.

From our operational point of view, the ticket number is probably the most important single factor because it is a positive means of identification of any shipment. It is important to remember that every movement must be covered by an order number, while the same railroad car may carry two, three or more of our shipments in a short period of time, once an order number is assigned it remains constant.

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ASTOR LENOX TILDEN FOUNDATION
500 5TH AVENUE NEW YORK 17, N.Y.

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If a car is consigned to a program participant or to the FSCC but is later reconsigned to a storage, to a new consignee, or to another port, a new number must be issued to cover the movement. The only exception to this rule is in the case of shipments consigned only to the FSCC being ordered to shipside for loading under one of our programs. In such cases the delivering carrier is instructed to accept disposition orders from the steamship company which will handle the shipment and their instructions are confirmed by the issuance of Form FDA 298, "Disposition Order." (See Disposition, Diversion and/or Reconsignment).

No new order number is required provided the shipment is exported under the program for which it was originally intended.

Via
(Route)

The term "via" (or route) shown in upper left section of the B/L represents the course of direction the shipment is moving and the railroads (or carriers) involved. The route is always shown in this section of the B/L opposite the word "via". We are allowed to use abbreviations of railroads for route, e. g. NYC, B&M, MeC. This means the shipment will move via the New York Central, thence via the Boston and Maine and ultimately to the Maine Central Railroad to the final point of destination.

W. B.
(Way Bill)

WB is abbreviation for Way Bill and represents the number of the bill which the freight agent at point of origin has billed the shipment on. Such as Chicago, Ill. WB 4682 6/11/42. This means that the freight agent at Chicago, Ill. has issued documents No. 4682, June 11, 1942, and our particular shipment is covered as identity WB 4682. It is called Way Will because it is billed along the way to a certain destination.

The new GBL "set" contains a U. S. Government Freight Waybill Standard Form 1105 (original) and Standard Form 1106 (Carriers' copy) which as part of the GBL will be prepared at the same time for use as prescribed.

Weight

See gross, net and/or tare weight

W. S. A.

Abbreviation for War Shipping Administration

LIST OF FORMS MOST COMMONLY USED IN THE OPERATION
OF THE
CUSTODY AND DISPOSITION DIVISION
(Current as of October, 1943)

1. SHIPPING INSTRUCTION FORMS:

<u>TITLE OR DESCRIPTION</u>	<u>FORMER NUMBER</u>	<u>PRESENT NUMBER</u>
Government Bill of Lading (Memo Copy)	Std. 1058a	Std.1103a
* Certificate in Lieu of Lost Bill of Lading	Std. 1061	Std.1108
* Government Bill of Lading Transmittal	- - -	TWB 23
Loading Manifest	- - -	FSC 1520
Notice to Deliver	FSC 1512	FDA 194
Flysheets: Instructions to Vendors	- - -	FDA 345
Flysheets: Instructions to Warehousemen	- - -	FDA 471
Warehouse Shipping Report	FSC 1645	FDA 283
Warrant for Release Red Cross	- - -	FDA 456
Warrant for Release W. S. A.	- - -	FDA 431

2. TICKET FORMS:

Vendor Transfer-Forwarding Ticket Control	Pb 13	FDA 335
Warehouse Transfer-Forwarding Ticket Control	PB 13	FDA 336
Reconsignment Transfer-Forwarding Ticket	TW 17	FDA 337
*Ticket Correction-Cancellation Memorandum	- - -	FDA 361 (Rev.)

3. RECEIPT FORMS:

Consignee's Receipt	SMA 238A	FDA 516
Commodity Receipt	FSC 1675	FDA 382
* Commodity Receipt Recap	- - -	TWB 12
* Loading Manifest Verification	TWB 14	FDA 492
Forwarding Notice & Non-Negotiable Receipt	FSC 1528	FDA 472

4. DISPOSITION & RECONSIGNMENT FORMS:

Disposition Order	FSC 1691	FDA 298
Reconsignment Order	FSC 1690	FDA 300
Report of Diversions Effectuated	FSC 1590	FDA 288

<u>TITLE OR DESCRIPTION</u>	<u>FORMER NUMBER</u>	<u>PRESENT NUMBER</u>
5. <u>LOSS & DAMAGE FORMS:</u>		
Report of Cargo Over, Short and/or Damaged	PBO-9	FDA 305
6. <u>INVENTORY FORMS:</u>		
Warehouse Inventory Report	FSC 1648	FDA 525
7. <u>VOUCHERS:</u>		
* Public Voucher	SMA 120	SMA 120
* Public Voucher		Std 1034
8. <u>INFORMATIONAL BOOKLETS:</u>		
Information for Vendors	FSC 1511	FDA 324
Information for Warehousemen	FSC 1519	FDA 470
9. <u>CENTRAL CONTROL FORMS:</u> (C&D Washington Only)		
*Request for Delivery	- - -	FDA 560
*Daily Position Report	- - -	FDA 562
*Port Tonnage Control	- - -	FDA 561
10. <u>MISCELLANEOUS FORMS:</u>		
Order for Service	SMA 211	FDA 1

NOTE: * denotes 'Copy Not Included in this Handbook'

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PREPARATION, NUMBER COPIES AND DISTRIBUTION OF FORMS

This resume lists certain of the forms used in the Custody and Disposition Division's operations and indicates which office prepares them, number of copies and distribution of same. It has been gleaned and compiled from the various procedures and should be a handy reference for those who do this important work. It does not include data regarding all of the forms listed on the previous pages, but does include material on the ones most commonly prepared and/or flowing through the field offices.

1. Government Bill of Lading - Standard Form 1103

Total 10 copies (and related forms in snap-out set.) These are prepared by the office doing the billing (local FDA office or Washington), and accompany the Flysheets Form FDA 345 or 471, Notice to Deliver, etc., which comprise the shipping instructions to a vendor or warehouseman. Distributed as follows: (in order as included in set) -

Original, Std. Form No. 1103 - to local FDA office at destination or office having jurisdiction over destination point - for delivery to consignee.

Shipping Order, Std. Form No. 1104 (cherry) retained by local agent of initiating carrier at point of origin of shipment.

Way Bill, Std. Form No. 1105, (carbon original) retained by local agent of initiating carrier to accompany shipment.

Way Bill, Std. Form No. 1106, (copy) retained by local agent (Usually goes to his general office for their records).

Memo Copy (GEL) Std. Form No. 1103a (green) to local FDA office at destination or office having jurisdiction over destination, for redistribution to Traffic Services Unit, C&D, T&W Branch, FDA, Washington, D. C. (This copy for micro-filming).

1st. yellow Memo Copy, Std. Form 1103a, to local FDA office at destination or office having jurisdiction over destination for redistribution to Commodity Accountability Section, C&D, T&W Branch, FDA, Washington, D. C.

2nd yellow Memo Copy with original B/L to local FDA office at destination or office having jurisdiction over destination, for delivery to consignee, if required.

THE UNIVERSITY OF CHICAGO

This certificate is given to the student named above, who has completed the course in the Department of the History of the United States, and who has been found to be qualified in the study of the same.

DEPARTMENT OF THE HISTORY OF THE UNITED STATES

The student named above, who has completed the course in the Department of the History of the United States, and who has been found to be qualified in the study of the same.

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3rd. yellow Memo Copy retained by shipper (to support his claim).

4th. yellow Memo Copy retained by shipper for his files (as extra copy) or given to carrier when required by carrier to support transit shipments or shipments made under weight agreements.

5th. yellow Memo Copy detached by billing office (after preparation of B/L etc.) and sent by them to Traffic Services Unit, C&D, T&W Branch, FDA, Washington, D. C.

NOTE: Continuation Sheets will be used as follow sheets for the original bill of lading and its corresponding copies.

2. Loading Manifest, Form FSC 1520

Total 8 copies - All sent (blank) by billing office to vendor who prepares and distributes same in accordance with instructions on Flysheet Form FDA 345. If a shipment is received without a L/M (i. e. shipments received on Commercial B/Ls for exchange, etc.) the destination office will prepare a set.

Original and four copies to local FDA destination office or office having jurisdiction over destination, for further distribution at time of delivery.

Three copies to FDA, 150 Broadway, New York City.

3. Notice to Deliver, Form FDA 194

Total 5 copies, all to be prepared by local office doing the billing or by Washington when local office not involved. Distribution as follows:

Original and one copy (both signed) to vendor (or warehouseman).

One copy to respective Regional Fiscal Office.

One copy to O. T. D. Unit, C&D, T&W Branch, FDA, Washington, D. C.

One copy for field office file.

4. Flysheet - Instructions to Vendor, Form FDA 345

Total one copy to be prepared by local office doing the billing or by Washington when local office not involved.

Original to accompany GBL and/or Notice to Deliver, etc. to vendor.

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5. Flysheet - Warehouseman - Form FDA 471

Total one copy to be prepared by office doing the billing or by Washington when local office not involved.

Original to accompany GBL and/or Notice to Deliver, etc. to Warehouseman.

6. Warehouse Shipping Report, Form FDA 283

Total 3 copies, to be prepared by warehouseman and distributed in accordance with instructions on Flysheet Form FDA 471 as follows:

Original to destination office

Two copies to Food Distribution Administration, 150 Broadway, New York City

7. Warrant for Release Red Cross Form FDA 456.

Total 8 copies.

All copies prepared by Red Cross representative or by local FDA representative (usually and probably by the latter). After FDA representative executes Warrant and Notice Sections all 8 are presented by Red Cross representative to warehouseman. Warehouseman distributes as follows:

Original and one copy to Regional Fiscal Division, FDA., N. Y. C.

One copy to Commodity Accountability Section, C&D Div., T&W Branch, FDA, Washington, D. C.

One copy to local authorized agent of American National Red Cross

One copy to General Supply Offices, American National Red Cross, National Hdqtrs., Washington, D. C.

One copy to local FDA representative in your area.

Two copies to be retained by warehouseman; one to support voucher and one for file.

1. The first of these is the fact that the...

2. The second is the fact that the...

3. The third is the fact that the...

4. The fourth is the fact that the...

5. The fifth is the fact that the...

6. The sixth is the fact that the...

7. The seventh is the fact that the...

8. The eighth is the fact that the...

9. The ninth is the fact that the...

10. The tenth is the fact that the...

11. The eleventh is the fact that the...

12. The twelfth is the fact that the...

13. The thirteenth is the fact that the...

14. The fourteenth is the fact that the...

15. The fifteenth is the fact that the...

16. The sixteenth is the fact that the...

8. Warrant for Release WSA Form FDA 431

Total 10 copies

All copies to be prepared by WSA District Director or by local FDA representative. WSA District Director executes Warrant portion on all 10 copies.

One copy retained by WSA representative.

Two copies to designated ship chandler or authorized representative of WSA.

Original and first six copies to local FDA representative. These seven copies, after completion of Notice to Deliver portion, delivered by local FDA representative to designated warehouse. Warehouseman to distribute these seven copies as follows:

Original and one copy to Regional Fiscal Division, FDA., N. Y. C.

One copy to Commodity Accountability Section, C&D, T&W Branch, FDA, Washington, D. C.

One copy to local WSA District Director

One copy to local FDA representative.

Two copies to be retained by warehouseman; one to support voucher and one for files.

9. Consignee's Receipt - Form FDA 516

Total 5 copies. To be secured on local deliveries from consignee by warehouseman and distributed by him as follows:

Original and two copies retained by warehouseman (original and one copy to support claim for payment and one copy for own files.)

Two copies to Food Distribution Administration, 150 Broadway, N. Y. C.

10. Forwarding Notice and Non-Negotiable Receipt - Form FDA 472

Total 6 copies. All 6 copies with Forwarding Notice - upper half executed - prepared by local billing office and sent to warehouseman who will distribute as follows:

Total 10

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

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Original and one copy to Commodity Accountability Section,
C&D, T&W Branch, FDA, Washington, D. C.

One copy to Food Distribution Administration, 150 Broadway,
N. Y. C.

Two copies retained for attachment to claim for payment.

One copy retained for warehouseman's file.

11. Disposition Order - Form FDA 298
Reconsignment Order - Form FDA 300

Preparation and distribution of these two forms identical.

Total 6 copies prepared by office placing instructions for disposition or reconsignment. Distribution as follows:

Original, permanently fastened to original B/L.

One copy to carrier's representative with whom instructions are placed.

One copy, Chief, Fiscal Division, FDA, Washington, D. C.

Two copies, Traffic Services Unit, Shipping Section, C&D, T&W Branch, FDA, Washington, D. C.

One copy to Commodity Accountability Section, C&D, T&W Branch, FDA, Washington, D. C.

12. Report of Diversions Effected - Form FDA 288

Total 6 copies prepared by office placing instructions for disposition or reconsignment. Note: Another copy may be required for C&D Regional Office. Distribution as follows:

Original to Food Distribution Administration, 150 Broadway, N. Y. C.

Two copies to Traffic Services Unit, Shipping Section, C&D, T&W Branch, FDA, Washington, D. C.

Two copies to OT&D Unit, Shipping Section, C&D, T&W Branch, FDA, Washington, D. C.

One copy retained by office preparing the form.

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13. Report of Cargo Over, Short and/or Damaged, Form FDA 305

Total 8 copies to be prepared by or preparation supervised by local FDA office. Distribution as follows:

Original and 3 copies to Food Distribution Administration,
150 Broadway, N. Y. C.

One copy to Loss and Damage Unit, Shipping Section, C&D,
T&W Branch, FDA, Washington, D. C.

One copy to Consignee (if required)

One copy to Carrier or Stevedore (if required)

One copy for files, local FDA representative.

14. Warehouse Inventory Report - Form FDA 525

Total 3 copies. All to be prepared by warehouseman. Submitted by warehouseman - original and two copies to Storage Section, T&W Branch, FDA, Washington, D. C.

15. Order for Service - Form FDA 1

Total 6 copies to be prepared by local office. Distribution as follows:

Original and two copies to vendor.

(Vendor to attach original and one copy to his first claim for payment and forward same to the respective Regional Fiscal Division. Vendor retains for his files one copy of O/S with one copy (yellow) of his voucher).

One copy to Commodity Accountability Section, C&D, T&W Branch, FDA, Washington, D. C.

One copy to be sent by local FDA representative to respective Regional Office, attention Accounting Section, Fiscal Division.

One copy for files, local FDA representative.

Standard Form No. 1103a

U. S. GOVERNMENT BILL OF LADING

Memorandum Copy
(yellow)

(A copy of this memorandum form, when available,
to be inserted here as a form in the handbook.)

